

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Experimental Flexible and Compressed Work Schedules

DD/A REGISTRY

FILE: Personnel

FROM:

Harry E. Fitzwater
Director of Personnel
5 E 58

EXTENSION

NO.

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Finance
1212 Key Building

2.

3. Executive Officer, DD/A

4. Associate DD/A

5. Deputy Director for
Administration

6.

7. D/Pers
5 E 58

8.

9. AD/OWI
5 F 46

10.

11.

12.

13.

14.

15.

1. For your concurrence.

5. It is recommended that you approve this request as it is in compliance with the provisions (Experimental

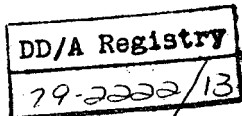
Flexible and Compressed Work Schedules). Also recommend that the DDA approval line include the following statement:

This request is approved with the understanding that the official tour of duty for those employees participating in the Flexible Work Schedule will be between 0700 and 1800 hours and, therefore, the flexible hours will be 0700-9300 and 1500-1800. It is further understood that the Office of Personnel will require an assessment report upon completion of the 12-week experimental period in March 1980.

Harry E. Fitzwater

Harry E. Fitzwater

STAT



30 NOV 1979

MEMORANDUM FOR: Deputy Director for Administration

THROUGH : Director, National Foreign Assessment Center
Director of Personnel
Director of Finance

SUBJECT : Experimental Flexible and Compressed Work Schedules

REFERENCE : Same Subject, Dated 3 October 1979

1. The Office of Weapons Intelligence (OWI) requests approval to conduct the following experimental flexible and compressed work schedules:

Compressed

Compressed work schedules meeting the essential and minimum staffing requirements will be used throughout OWI. Individual participation will be voluntary and limited to the basic forty-hour workweek and plans described below:

Plan A - Four consecutive ten-hour workdays, Monday through Thursday, 0700 - 1730 hours.

Plan B - Four consecutive ten-hour workdays, Tuesday through Friday, 0700 - 1730 hours.

Plan C - Four ten-hour workdays, 0700 - 1730 hours, with Wednesday designated as the nonworkday.

Flexible

Flexible work schedules meeting the essential core time hours of 0930 through 1530 hours and basic forty-hour workweeks will be used throughout OWI. Individual participation will be voluntary and limited to the meeting of established staffing requirements.

2. No one particular work schedule is determined to be better suited for OWI than another. It is OWI's desire to have each division and staff chief select which schedule or schedules they feel would best serve their purpose. Any work schedule chosen would be within the framework of paragraph 1 and referent notice. We would prefer to implement a

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twelve-week trial experiment. Supervisors (branch level) themselves wishing to participate in a compressed work schedule will be limited to six weeks. The overall effectiveness of any work schedule will be evaluated thoroughly before recommending further participation.

E. WAYNE BORING
Acting Director
Weapons Intelligence

CONCUR:

for Director, National Foreign Assessment Center

10 Dec 79
Date

Director of Personnel

12/21/79
Date

Director of Finance

28 Dec 1979
Date

APPROVED:

* Deputy Director for Administration

Date

*This request is approved with the understanding that the official tour of duty for those employees participating in the Flexible Work Schedule will be between 0700 and 1800 hrs and, therefore, the flexible hours will be 0700-0930 and 1500-1800. It is further understood that the Office of Personnel will require an assessment report upon completion of the 12-week experimental period in March 1980.